

Example: Self-Compliance Letter



STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
300 Spring Street Suite 5704  
Los Angeles CA 90013

Date:

JOHN DOE  
1111 ABC PLACE  
LOS ANGELES CA 90013

Account No.: 111111111  
Tax Year(s): 2004

Your return(s) have been assigned to this office for examination of the car and truck expense(s) reported on the Schedule C. We enclosed an explanation of the *Applicable Law*, some *Frequently Asked Questions* and an *Auto Expense Worksheet*. It is important that you read our *Frequently Asked Questions*, as they will answer many of your questions. After you have reviewed the *Frequently Asked Questions*, please complete and return the *Auto Expense Worksheet* to this office within 15 days from the date of this letter.

A self-addressed envelope is included for your convenience.

We will review the information you provide and determine the correct tax liability.

Thank you for your cooperation. If you have any questions regarding this matter, please call me at the number listed below.

Tax Auditor  
Telephone: (111) 111-1111  
Facsimile: (222) 222-2222

Enclosures: Frequently Asked Questions  
Applicable Law  
Auto Expense Worksheet  
Return Envelope

If you have any questions regarding the examination process and cannot resolve them with me, you may contact my audit lead or supervisor at the numbers listed below:

Jane Doe, Lead	(333) 333-3333
John Smith, Audit Supervisor	(444) 444-4444